

Department of General Services
Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE

Schedule No.
971-15

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Agency
Maryland State Police

Division/Unit
Medical Division

Item No.	Description	Retention
15-1	<p>This establishes new schedule 971-15, Medical Division. Items transferred to 971-15 from schedule 971-06-2 Human Resources Division are as follows: 06-03 Official Medical Files Applicants; 06-04 Official Medical files Current Employees; 06-05 Official Medical Files Separated Employees; 06-06 VISI Record Card Files; 06-07 Health Benefit Files.</p> <p><u>MEDICAL FILES - APPLICANTS</u></p> <p>Consists of case folders arranged by name and year of application for Cadet or Trooper program. These folders contain the medical questionnaire; physician's certification of age, height, weight, and vision; and any other paperwork related to the physical and/or mental health of the applicant.</p>	<p>If the applicant is accepted for employment, this file becomes the health record (see 15-2). If the applicant is rejected, the record will be retained in the Medical Division for three (3) years, then merge with the respective applicant file, forward to the State Records Center for an additional ten (10) years, then destroy.</p>
15-2	<p><u>MEDICAL FILES - CURRENT EMPLOYEES</u></p> <p>Consists of case files which comprise medical records for all current employees. Each file is divided into six (6) different sections as follows:</p> <ol style="list-style-type: none"> 1. The Health Record contains summarized entries from A&S reports, Physician's Certification of Disability and all other papers resulting from physical examinations, treatments and similar medical activities. 2. Contains A&S Reports and Physicians Certification of Disability as submitted by MSP employees. The reports show the date and time of illness or injury, name and address of physician, diagnosis of illness, treatment provided and medications prescribed. 	<p>The entire file will be maintained in the Medical Division throughout the employee's active employment with the MSP. When the employee is separated from the MSP, this file will then be transferred within the Medical Division and be designated as inactive. (see 15-3)</p> <p>2. A&S Reports and Physicians Certification of Disability after audit or three (3) years, purge and destroy all cases work-related and/or serious illness.</p>

Approved by Department, Agency, Division or Unit Representative

Date: November 14, 2001

Signature: Thomas L. Vondersmith, Jr.

Type Name: Thomas L. Vondersmith, Jr.

Title: Records Coordinator, OBLFA, Management Analysis Unit

Schedule Authorized by State Archivist

Date: NOV 26 2001

Signature: Edward C. Papenfuss

Department of General Services
Records Management Division
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(Continuation Sheet)

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Item No	Description	Retention
	<u>MEDICAL FILES - CURRENT EMPLOYEES CONTINUED</u>	
	3 Physicals from either the MSP physician, family physician, and all lab work	
	4 Stress testing data and EKG tracings of current employees who have been administered such an examination will be maintained in this section	
	5 Weight/X-Ray/Immunological Records will be maintained in this section	
	6 Miscellaneous Section used for all pre- employment information, hearing or vision form and/or information and various medical/psychological information which may or may not be related to aforementioned sections	
15-3	<u>MEDICAL FILES - SEPARATED EMPLOYEES</u> Medical records of former employees separated from the MSP for any reason (i e retirement, resignation, termination, etc)	Retain in Medical Division for three (3) years, then transfer to State Records Center for twenty years (20), then destroy
15-4	<u>VISI - RECORD CARD FILES</u> Cards which show a summarized, individual listing of illnesses and sick leave usage and a resume of days lost, light duty days and other statistical data recapitulated by case number	Combine with inactive health record upon termination of employment (see 15-3)
15-5	<u>HEALTH BENEFITS FILES</u> Contains files arranged alphabetically by name which indicate the medical coverage of all active employees including type and specific benefits File also includes Personnel Accidental Death and Dismemberment documentation	Combine with inactive health record upon termination of employment (see 15-3)